



STATE OF WASHINGTON

## DEPARTMENT OF AGRICULTURE

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# Obtaining and Using Inspection Control Numbers

### General Information

All wood destroying organism (WDO) reports that are prepared in conjunction with the transfer, exchange, or refinance of any structure (termed complete WDO inspections) must have an Inspection Control Number (ICN) recorded on them. Realtors, mortgage lenders, and the Washington State Department of Agriculture (WSDA) routinely look for the ICNs on WDO reports. Inspection reports lacking ICNs are invalid for real estate transactions.

Inspection reports must comply with the criteria outlined in the Rules Relating to Wood Destroying Organisms (WAC 16-228-2005 through 2060). The rules are available at <http://agr.wa.gov/PestFert/Pesticides/docs/WdoRules.pdf> or by calling WSDA toll free at 877.301.4555.

Only individuals who are licensed with the WSDA as Structural Pest Inspectors, who own or are employed by a WSDA licensed SPI Company **AND** who have up-to-date financial coverage on file with WSDA will be issued ICNs.

### Obtaining ICNs

Qualifying inspectors can request up to 30 ICNs/day, at no cost, by doing the following:

- Call WSDA's toll free line at 1.877.301.4555
- Select option 8
- When instructed, enter the following:
  - (1) your WSDA license number
  - (2) your personal identification number (PIN)\*
  - (3) **the # key (an often missed step)!**

\* Your PIN is the last 4 digits of your social security number.

ICNs have the following format: **NNNNLLNNN**, where N is a number and L is a letter.

Note: If you have trouble with the system on a cell phone, please try again on a standard phone.

### Using ICNs

An ICN should be placed in the upper third of the first page of all complete WDO inspection reports. If you conduct initial and subsequent inspections on a property, use the same ICN on each report. If you conduct the initial inspection and someone else in your company conducts the follow up inspection, an ICN issued to the other inspector should be recorded on the follow up report.

Questions regarding WDO inspections, including ICNs, can be directed to Dr. Dan Suomi at 360.902.2044 or [dsuomi@agr.wa.gov](mailto:dsuomi@agr.wa.gov). Additional information for Structural Pest Inspectors, including fact sheets, financial coverage options and compliance guidance documents, is available at [http://agr.wa.gov/PestFert/LicensingEd/CaSpiInfo.htm#Structural\\_Pest\\_Inspectors](http://agr.wa.gov/PestFert/LicensingEd/CaSpiInfo.htm#Structural_Pest_Inspectors).